

## Message Text

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ORIGIN SS-20

INFO OCT-01 NEA-10 ISO-00 CCO-00 OC-06 RSC-01 (ISO) R

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FM SECSTATE WASHDC

TO USINT DAMASCUS PRIORITY

C O N F I D E N T I A L STATE 084263

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM  
CONSISTING OF FSO AURELIA BRAZEAL AND SECRETARY  
MARJORIE SOLTIS WILL SUPPORT SECRETARY'S VISIT TO  
DAMASCUS. THEY WILL ARRIVE ABOUT MAY 1 TO HELP  
COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND  
ARRIVAL TIME WHEN KNOWN.

TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL, SHOULD  
MEET S/S TEAM AT AIRPORT, AND SHOULD BE AVAILABLE  
THROUGHOUT STAY TO PROVIDE ASSISTANCE. ONE TOP SECRET  
CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL  
OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTYFOUR HOUR  
BASIS. A FILE OF ALL MESSAGES THE POST HAS RECEIVED  
RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON  
ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE  
SHAPE, THE POST SHOULD PREPARE A DETAILED SCHEDULE  
FOR THE SECRETARY. THE INITIAL VERSION OF THIS SCHEDULE  
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SHOULD BE SENT BY IMMEDIATE CABLE TO THE DEPARTMENT,

SLUGGED QUOTE FOR S/S, UNQUOTE ON OR BEFORE APRIL 26.  
THIS SCHEDULE SHOULD THEN BE UPDATED BY CABLE AS CHANGES  
BECOME NECESSARY. (SEE ALSO PARAGRAPH 9, STATE 82435).

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL  
SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S  
ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR  
ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH  
DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE  
OFFICIALS.

3. ADMINISTRATIVE AND VEHICLE ARRANGEMENTS WILL BE  
COVERED IN A SEPARATE CABLE.

4. ATTENTION OF S/S CONTROL OFFICER IS DRAWN TO  
PARAGRAPH 7D OF ADMINISTRATIVE REQUIREMENTS CABLE  
REGARDING COURIERS AND THEIR VEHICLES.

5. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

(A) AIRPORT TO HOTEL;

(B) AIRPORT TO RESIDENCE;

(C) AIRPORT TO EMBASSY;

(D) HOTEL TO RESIDENCE;

(E) HOTEL TO EMBASSY;

(F) HOTEL TO FOREIGN MINISTRY;

(G) RESIDENCE TO EMBASSY;

(H) RESIDENCE TO FOREIGN MINISTRY;

(I) EMBASSY TO FOREIGN MINISTRY;

- - - - - TINATIONS, SUCH  
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(J) DRIVING TIMES TO OTHER KNOWN DESTINATIONS, SUCH  
AS HOTEL OR EMBASSY OR RESIDENCE TO SPECIFIC LOCATION  
OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS  
SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CON-

CERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY.  
COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF  
S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS  
PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO  
DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL  
BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED  
KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES  
WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE  
OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/  
SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY.  
S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY,  
AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR  
AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED  
CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS  
SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT  
AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND  
TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY  
OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE  
IS DELIVERED TO COMMCENTER WHICH PERTAINS TO  
SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT  
WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN  
SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE  
DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON  
ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD  
BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:  
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(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S  
ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH  
SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP  
RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES  
DURING PROCESSING.

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES,  
AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO  
S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC  
(INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY  
AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO  
S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF

ONE DAILY SPECIAL SUMMARY FOR THE SECRETARY WILL BE  
SENT SEPTEL.

7. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR  
TICKERS AND NEWSPAPERS IN ADVANCE (SEE FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON  
24-HOUR BASIS. WOULD APPRECIATE REPEAT OF C&R'S ARRANGE-  
MENTS FOR LAST TRIP. TEN PACKAGES OF CAREFULLY SELECTED  
SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500  
EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL  
2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE  
ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS  
SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUB-  
MITTING THEM TO THE SECRETARY AND OTHER READERS.  
OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS  
SHOULD CONFER WITH THE FIRST  
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## Message Attributes

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